

Texas Department of State Health Services

ImmTrac2

Texas Immunization Registry

05/02/2017

ImmTrac2 Overview



Welcome

05/02/2017

Webinar Details

- 1. All attendees are muted.
- 2. Type your questions in the webinar panel at any time.
- 3.Q & A will conclude the presentation.





Resources

- DSHS website: <u>www.immunizetexas.com</u>
 - Click ImmTrac Registry & go to ImmTrac2 webpage
- Health Service Regions & Local Health Depts.
 - Staff received initial training to provide support
- ImmTrac Customer Support
 - Email: <u>ImmTrac2@dshs.texas.gov</u>
 - Phone: 1-800-348-9158



System Requirements (1 of 2)

Reliable Internet access:

High-speed connection preferred

Minimum hardware requirements:

- Pentium 1GHz CPU
- 512 MB RAM / 500 MB free disk space
- Screen display of 1024 x 768 resolution and 256 colors

NOTE: Confirm your IT network and security settings allow secure access to:

https://Immtrac.dshs.texas.gov



System Requirements (2 of 2)

Minimum software requirements:

- Microsoft[®] Internet Explorer, version 11.0 or higher
- Windows[®] 7, 8, or 10
- Acrobat Reader[®] 6.0 or higher



Texas Immunization Information System (1 of 2)

- Confidential web-based information system
- Provides consolidated immunization information for children & adults
- Specific to the state of Texas



Texas Immunization Information System (2 of 2)

Allows health care providers to:

- View and add immunizations
- Maintain and forecast vaccines due
- Produce recall and reminder notices
- Run reports
- Reset passwords



Help Resources



User Manual

Customer Support: 1-800-348-9158





Fax: 512-776-7790

Email: ImmTrac2@dshs.texas.gov





Online Help

Webinars (Live and Pre-recorded)





Self-guided video training



Purpose

This presentation provides a thorough introduction to the new system, including:

- Understanding user roles
- Logging in
- Resetting passwords
- Navigating all functional areas



User Roles (1 of 4)

Five user access levels in ImmTrac2:

- View Only Non-Providers
- Full Access Providers
- Provider Supervisor
- Modified Access Sub-state
- Full Access State



User Roles (2 of 4)

Role	Tasks	Types of Users
View Only Non- Providers	 Search & view clients View & print immunization records Create student lists & print student reports Manage own user account & reset password 	Administrative staff at schools and child care facilities.
Full Access Providers	Same as View Only Non-Providers, plus: • Add & edit client information • Add, edit & delete immunizations • Generate specific reports	Texas health care providers licensed to administer vaccines, and their staff.
Provider Supervisor	Same as Full Access Providers, plus: • Manage users at their organization	A designated individual in the organization. (training required)

12



User Roles (3 of 4)

Role	Tasks	Types of Users
Modified Access Sub-State	Same as Provider Supervisor, plus:Access to reports and organization information for their responsible area	Designated users at Texas Health Service Regions and Local Health Departments.
Full Access State	 Highest user role to: Access clients, immunizations, organizations, clinicians, reports, registrations, renewals & vaccine program enrollment Add, modify & delete information across the system. 	Texas Department of State Health Services (DSHS) central office staff.



User Roles (4 of 4)

Five user access levels in ImmTrac2:

- View Only Non-Providers
- Full Access Providers
- Provider Supervisor
- Modified Access Sub-state
- Full Access State



Logging In (1 of 3)

- Users are assigned ONE user account.
- The user account can access one or many provider locations, or Organizations.
- Users must have three codes to log in:
 - Org Code
 - Username
 - Password

15



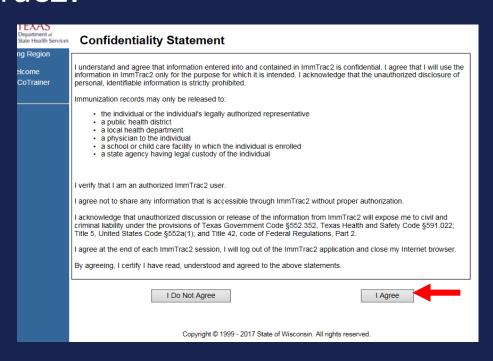
Logging In (2 of 3)





Logging In (3 of 3)

- The Confidentiality Statement displays.
- Click the "I Agree" button to access ImmTrac2.





Log In Issues (1 of 4)

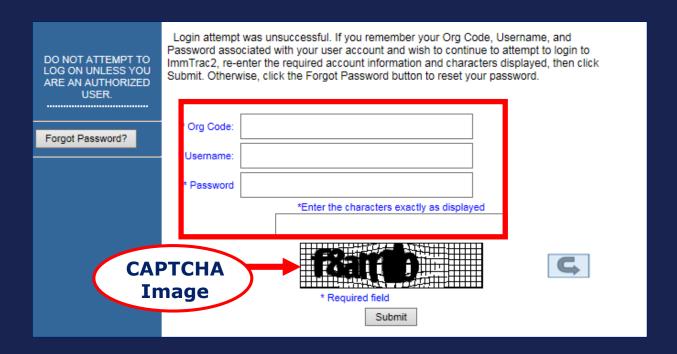
Incorrect information prompts a validation error message to display.





Log In Issues (2 of 4)

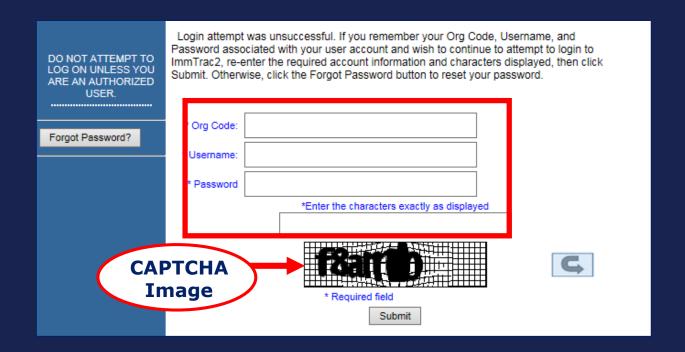
After three unsuccessful attempts, users are redirected to the password recall screen.





Log In Issues (3 of 4)

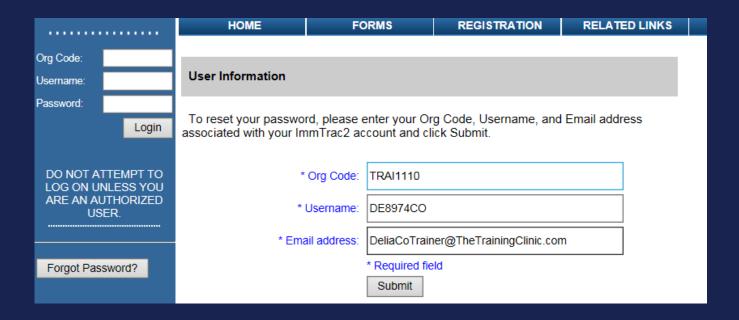
Users have three more opportunities to log in with the CAPTCHA image.





Log In Issues (4 of 4)

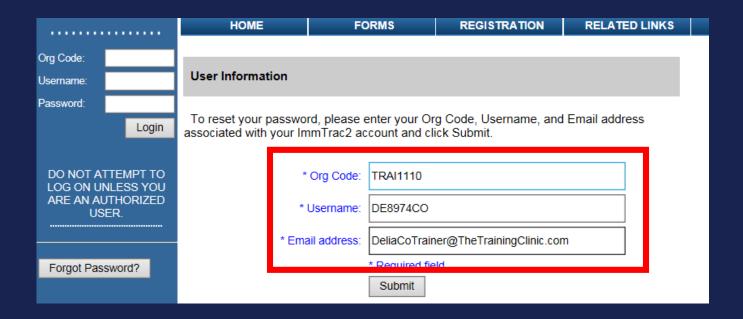
After three more unsuccessful attempts, the user is directed to the Forgot Password screen.





Reset Password (1 of 5)

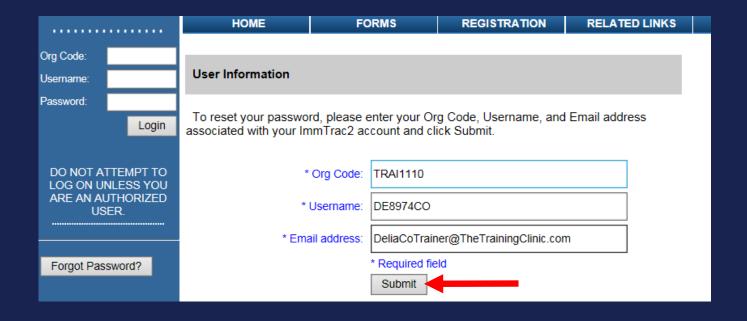
Enter your Org code, username, and the email address on file for your user account.





Reset Password (2 of 5)

Click the "Submit" button to receive a password reset email that is valid for 24 hours.





Reset Password (3 of 5)

Users can enter their temporary password to log in, but must immediately create a new one.



Reset Password (4 of 5)

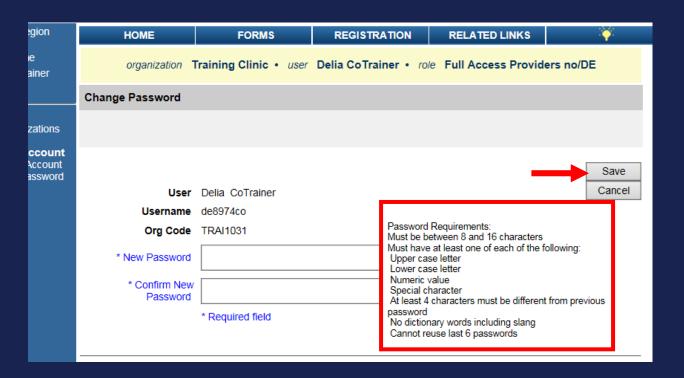
Users can also click the Forgot Password button at any time.





Reset Password (5 of 5)

- Enter the password twice to save.
- Follow the password requirements.





Application View

After Login:

 Users assigned to only ONE organization will land on the Application home page.





Manage Access Portal View

- Users assigned to more than one organization will land on the Portal view.
- Select the ImmTrac2 button to navigate to the Application view.





Application View (1 of 2)

To navigate back to the Portal, click the manage access/account tab in the menu bar.





Health Services

Application View (2 of 2)





Functions for All Users (1 of 3)

Schools

- manage list create & manage lists of students, or clients
- find student search & add individuals to one or more lists
- check school report review reports that you've generated



Functions for All Users (2 of 3)

Admin Support

 Five information tables that display vaccine, trade name, and manufacturer data used in the system.



Functions for All Users (3 of 3)

Manage My Account

- edit my user account change your name, email, or phone number
- change my password change your password at any time

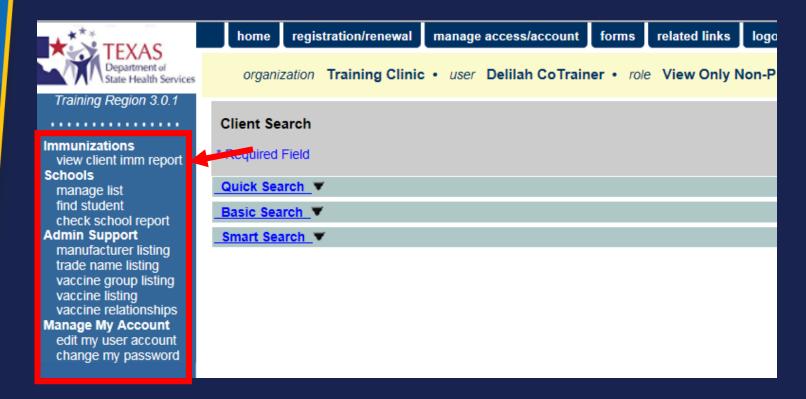


ImmTrac2 Overview

View Only Non-Providers



Menu Panel Options





Client Search

- Perform a Client Search using one of the following:
 - Quick Search
 - Basic Search
 - Smart Search
- If an exact match is found, the client's immunization record will display.
- If multiple matches are found, select from the client list.



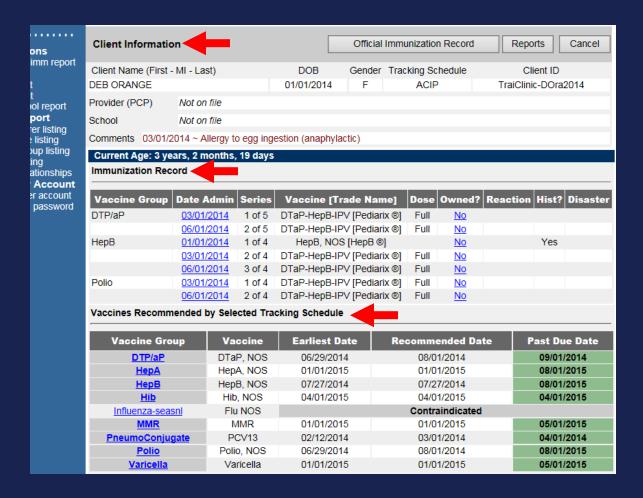
Client Immunizations (1 of 3)

The screen has three sections:

- Client Information
- Immunization Record
- Vaccines Recommended by Selected Tracking Schedule



Client Immunizations (2 of 3)

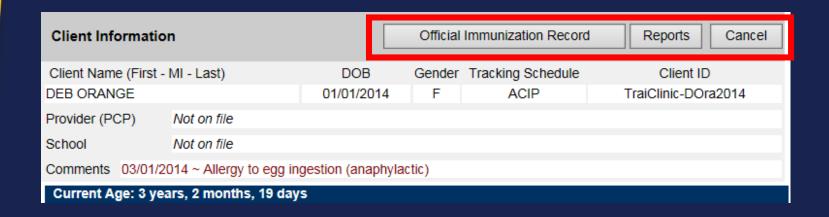




Client Immunizations (3 of 3)

Click buttons to access:

- Official Immunization Record
- Reports
- Cancel (returns to previous screen)



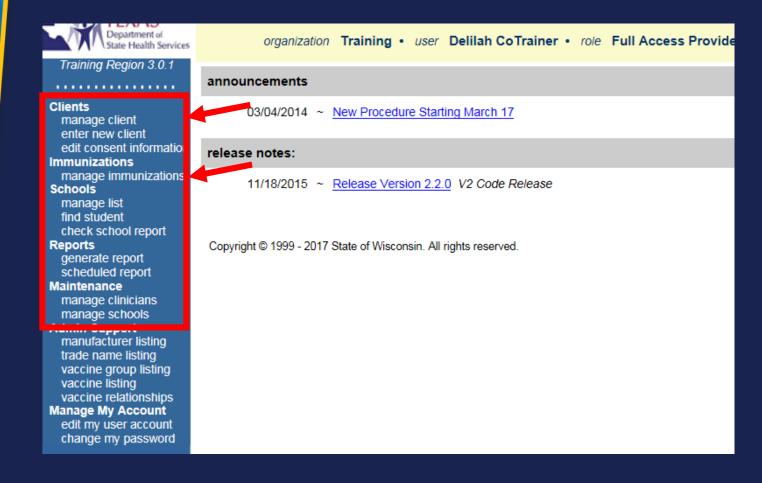


ImmTrac2 Overview

Full Access Providers



Menu Panel Options





Client Search

- Perform a Client Search using one of the following:
 - Quick Search
 - Basic Search
 - Smart Search
- If an exact match is found, the client's record will display.
- If multiple matches are found, select from the client list.



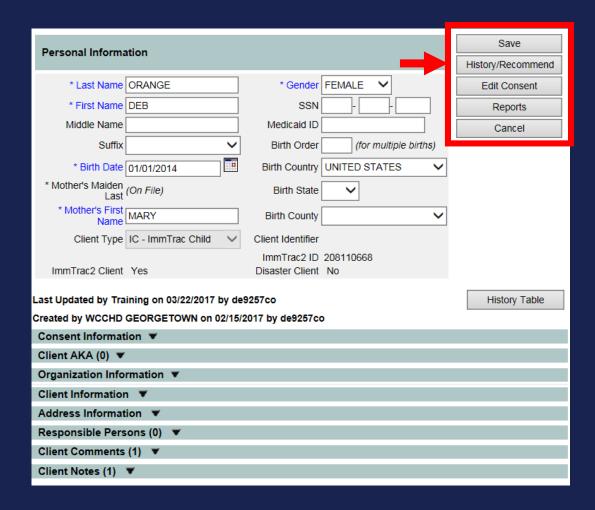
Client Demographics (1 of 2)

Contains demographic tabs for:

- Personal information
- Consent information
- Names also known as (AKA)
- Organization information
- Address information
- Responsible persons
- Client comments
- Client notes



Client Demographics (2 of 2)





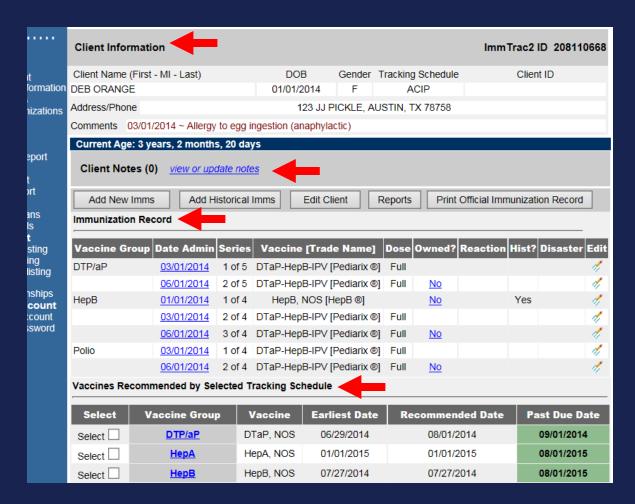
Client Immunizations (1 of 3)

The screen has four sections:

- Client Information
- Client Notes & Navigation Bar
- Immunization Record
- Vaccines Recommended by Selected Tracking Schedule



Client Immunizations (2 of 3)

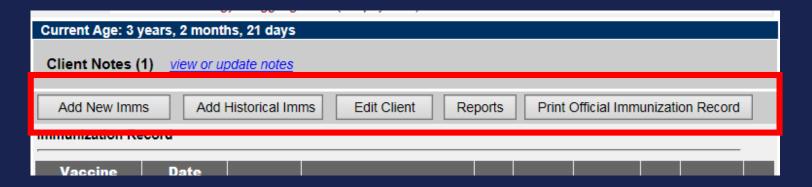




Client Immunizations (3 of 3)

Click buttons to:

- Add new or historical shot records
- Access the client demographic record
- Access client reports
- Print Official Immunization Record





ImmTrac2 Overview

System Demo





Texas Department of State Health Services

